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DEPARTMENTAL MANUAL

Museum Property Handbook
(411 DM, Volume II)

Chapter 2 Accessioning

A. THE ACCESSION TRANSACTION - INTRODUCTION

Only objects and specimens that fit the Scope of Collection Statement are approved for acquisition (i.e., transfer, exchange, field collection, donation, or purchase).

Accessioning is the critical first step in the process of establishing accountability for objects and/or specimens received into the museum property system. The process of accessioning is the official acceptance of museum objects and/or specimens into legal custody, and establishes the basis for legal title (ownership) and possession of the objects and/or specimens. Once objects and specimens have been accepted in the museum property collections, all objects and specimens must be accessioned.

An accession refers to a single object or specimen, or a group of objects or specimens, received into the museum property collection from one source, under one type of transaction, usually on one date. For example, if an individual donates several objects and/or specimens to the unit at one time, it is considered one accession transaction. In certain instances, such as an ongoing archeological excavation or a natural history field project, materials (objects and/or specimens, visual images, and documents) received in more than one batch and at different times may be considered a single accession. A single accession number may be designated to the processed archeological materials resulting from this project provided that the project is discrete, has the same funding source, project name, principal investigator, and geographic location, and occurs within the same field season or year. An accession receiving report or equivalent with an accompanying inventory must be completed for each delivery of materials to be added to the museum property collection.

A bound accession book (Figure 2.1) and accession form (Figure 2.2) recording all accession transactions, accession receiving report (Figure 2.3) or equivalent, and an accession folder (Figure 2.4) made of archivally-sound material (see Section D.1 below) are required. The only exception to this requirement is for those natural history accessions that are recorded on cards; in such cases the catalog system must be

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recorded in a bound archival ledger. The accession and catalog system form the accountability record, and one or the other must be a bound archivally sound book.

Accessioning begins with receiving the objects and/or specimens, making an entry in a bound accession book, completing the necessary accessioning documentation, establishing an accession file, and tagging the objects and/or specimens with the accession number. Originals or copies of all documents pertaining to an acquisition should be marked with the accession number, using archivally sound ink, and then placed in an accession folder. Any copies should be electronically photocopied on archival bond paper for longevity.

Each step of accessioning is detailed in the following sections. All objects and/or specimens to be included in the unit's museum property collection must be accessioned. Objects and/or specimens left at the unit for consideration as a possible donation for a short period of time must have a Receipt for Property (DI-105; Figure 2.5), an object and/or specimen temporary custody receipt (Figure 2.6), or a bureau-specific equivalent completed. Such objects and/or specimens held in temporary custody may also be considered short-term loans (see Chapter 5). No material is accessioned until any recommendation by the optional Museum Property Committee is considered and a decision has been made by the designated authority to include it in the museum property collection. The Museum Property Committee, as designated by the bureau, makes recommendations concerning museum property, acquisitions, and deaccessions to the unit manager or designated authority. Refer to the Museum Property Handbook, Volume I, Chapter 3:2 for additional information on the Museum Property Committee. The bureau-designated authority makes the final decision to accept or reject a potential accession.

All accessions must be fully cataloged. Procedures for cataloging are discussed in Chapter 3. All donations, purchases, exchanges, transfers, and field collections must fit the unit Scope of Collection Statement. The accountable officer should sign all legal documents transferring title and/or custody. If the accountable officer so chooses,

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however, these forms may be signed by a designated receiving officer. The designation should be made in writing by the accountable officer. Citations and references to the management of museum collections may be found in Appendix A, "Mandates and Standards."

B. PROCEDURES FOR RECEIVING OBJECTS AND/OR SPECIMENS

1. Review of potential accessions

All museum property acquired should be consistent with the Scope of Collection Statement (SOCS) for the unit. Museum property should not be acquired with the intent to deaccession it later. Proffered museum property that is outside a unit's SOCS may be referred to other units or institutions either by contacting the unit directly or by referring the donor to other units. To accept a donation with intent to deaccession may cause the donor to lose the tax deductibility of the donation, as defined by the Internal Revenue Service. Refer to Chapter 6 in Volume II of this Handbook for a discussion of deaccessions. Procedures below apply once the approval has been granted and an accession is to be entered into the museum property collection.

2. General Procedures

- a. Upon receipt, curatorial staff should unpack and inspect what is being received to ensure that the items correspond to what is written on the document transferring ownership and/or custody, or confirming the transaction. The objects and/or specimens should be inventoried on the accession receiving report or equivalent if they are not inventoried on another document, such as a Deed of Gift (Figure 2.7) or Transfer of Property (DI-104, Figure 2.8).
- b. An accession receiving report or equivalent is to be completed immediately by curatorial staff in every case, for all types of accessions, when an object and/or specimen is received and the unit accepts

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custody of the objects and/or specimens. Obtain information about museum objects from the source of accession (e.g., donor). Record information about how the objects and/or specimens came into the possession of the source of accession, use and manufacture, and significance. Include the source of accession (an individual or an institution with the name of the responsible individual), address and telephone number and, if applicable, the name of the project that generated the objects and/or specimens.

Where possible and appropriate, obtain photographic documentation of the objects and/or specimens.

An accession receiving report or equivalent also serves as a receipt for property when signed by the receiving officer. If the curatorial staff responsible for the museum property is unavailable, a Receipt for Property (DI-105 or equivalent), an object and/or specimen temporary custody receipt, or equivalent form should be completed until such time that the appropriate documents can be generated. This information is essential for accurate documentation of the objects and/or specimens and for establishing accountability.

- c. Record the overall condition of the objects and/or specimens and note any damage that may have occurred in shipment. Immediately report damage, in writing, to the owner or donor. If something for which the unit accepts responsibility is already damaged and this fact is not documented, the unit may be held accountable for the damage.
- d. Obtain all available information and documentation concerning the transaction at the time of receipt of the accession. Get as much information from the source of accession as possible on the object itself (e.g., identification, history, people associated with the accession, previous owners, origin, and use). Wherever possible, obtain this information in writing from the source of accession. Information given by the source of accession provides a critical

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provenance for objects. All legal documents for the transaction go into the accession folder.

- e. Make an entry in the accession book. Minimum data requirements are identified in Section E of this Chapter.
- f. Establish an accession file.

Generate an accession folder that contains all pertinent accession documents. Place the folder in the accession file.

Detailed information on each of the above procedures is outlined in this Chapter.

3. Legal considerations

a. Ownership

Proof of ownership should be obtained when receiving a donation, a purchase, an exchange, or a transfer. The unit should obtain from the other party (source of accession) a written and signed proof of ownership statement or document indicating clear title. In the case of a donation, this statement (Figure 2.9) is included as part of the deed of gift or equivalent. In the case of a purchase, exchange, or transfer, the statement should be included in the legal document transferring title of the property to the bureau.

b. Copyright

1) **Summary of Copyright Law**

Copyright should be obtained when receiving a gift, transfer, purchase, or an exchange. The Copyright Act of 1976 provides copyright protection for "original works of authorship" fixed in tangible form, including not only written documents, but also works of art, such as sculptures, paintings, and photographs. The law

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applies to published and unpublished works. Effective January 1, 1978, copyright or intellectual property is separate and distinct from physical property and title must be specifically conveyed in writing. Works acquired prior to that time may be assumed to have had the copyright transferred with the works, unless there was a written statement to the contrary.

Copyright may be owned by the creator, employer, heir, agency, or individual. Under current U.S. copyright law, donors who offer the bureau copyrightable objects (i.e., photographs, prints, original fine arts, graphic designs, literary, or musical works) have five rights that constitute a copyright interest to transfer. These include the right (1) to reproduce (including photographs or records), (2) to prepare derivative works, (3) to distribute or sell copies, (4) to perform publicly, and (5) to display the copyrighted work.

The standard gift form allows the donor to convey all copyright interests by signing the gift form donating the object to the bureau. If, however, the donor wishes to retain copyright interests, the unit should obtain a nonexclusive license that allows the objects to be used for normal museum purposes. The addition of optional wording concerning the retention of copyright may be included after consultation with the designated official. The following wording is recommended:

I/we give permission to use said object(s) and/or visual image(s) or other reproductions of it (them) for all standard museum purposes including, but not limited to, exhibition, publicity, outgoing loan, research, and educational endeavors.

While exceptions permit the display of a work by the legal owner without permission from the

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copyright holder, the unit should still obtain the above permission to safeguard it from possible adverse legal action. Fair use of a copyrighted work permits certain reproductions without infringement based on type of use, nature of the work, percentage of work reproduced and the effect of reproduction on the commercial value of the work. Library photocopying of single copies may be permitted if the material is not used (directly or indirectly) for profit, if the repository is open to the public, if the work is not a loan (unless permission to copy is included in the loan agreement), and if there is a notice of the copyright included in the copy and there is a notice regarding the use of copyrighted materials posted in the public area.

For those works acquired after 1978 without the specific written copyright transfer, the bureau does not own copyright interests. The copyright of work prepared in the course of normal duties by bureau employees is vested in the bureau. For work commissioned or "work for hire" by the bureau, copyright to the work is presumed to be vested in the bureau, unless otherwise noted. To avoid possible confusion, it is strongly recommended that a written agreement with the creator or contractor clearly define the copyright to be conveyed to the bureau. Generally work done by government employees in the course of Government employment is not copyrightable.

2) **How to Acquire Copyright**

When objects are accessioned into the museum property collection every effort should be made to acquire the copyright. In order to obtain copyright, a statement similar to that in Figure 2.10 should appear on the legal document transferring title to the property when acquiring a donation, a purchase, an exchange, or a transfer. This statement may be combined with a

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proof of ownership statement if desired. In the case of a donation, this statement is included as part of the deed of gift. In the case of a purchase, exchange, or transfer, a statement similar to that in Figure 2.9 should be written on the legal document transferring title to the property. It is not necessary to register the transfer of copyright with the IRS. If donors or vendors choose to retain copyright, a non-exclusive license may be negotiated.

3) **Right to Display Images of Borrowed Works**

The right to display or publish photographs does not automatically transfer to one who borrows or rents works. Such permission or license for exclusive or nonexclusive use must be obtained in written format from the copyright holder and for most purposes is adequately covered by an incoming loan agreement (Figure 5.1).

4) **Reproduction of Copyrighted Materials**

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be used for "any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a photocopy or other reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The bureau should reserve the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve a violation of the law.

5) **Duration of Copyright**

"Effective January 1, 1978 all works created on

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or after January 1, 1978, whether published (copyrighted) or not, are protected from the date of creation. Protection continues for the life of the creator plus fifty years. First term copyrights as of January 1, 1978 are renewable for an additional forty seven years at the end of the first term. Copyrights in their second term as of January 1, 1978 are extended for a total of seventy five years from the date the copyright was originally obtained. Protection for works made "for hire" extends for seventy five years from the date of first publication or one hundred years from the date of creation, which ever occurs first."

Information provided on the copyright section was taken from A Legal Primer on Managing Museum Collections (Malaro, 1985).

c. Restrictions

Only unrestricted gifts should be accessioned into museum property collections. Any exceptions must be approved in writing by the designated authority. Nevertheless, it would be wise to avoid donations with restrictions on them. Potential donors should be informed that although the government will honor restrictions to the extent possible and subject to provisions of the law, it cannot guarantee that it will be able to do so. For example, donors should be notified that their donations may be subject to the Freedom of Information Act.

d. Consultation and Confidentiality

The fundamental relationships that often exist between unit resources and the integrity of contemporary Native American and other cultures necessitate that the bureau consult with affected communities before reaching decisions about the acquisition and management of traditionally associated resources. The identities of community consultants and information about sacred and other

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culturally sensitive places and practices must be kept confidential to the full extent of the law (e.g., Freedom of Information Act and Privacy Act) when research agreements or other circumstances warrant. The research use of community consultants or respondents must be subject to their informed consent in accordance with the law.

Information regarding the location, nature, and cultural context of archeological, historic, and ethnographic resources may be exempted from public disclosure. Documentation is needed for decisions to disseminate such information or to withhold it if it has been determined by a bureau solicitor that dissemination will have substantial adverse effects on the resources.

e. Tax Deductible Donations

Since the passage of the Tax Reform Act of 1984, donors, if they wish to take a tax deduction, are required to complete IRS Form 8283, Noncash Charitable Contributions (Figure 2.11), and acquire professional appraisals for annually cumulative donations of over \$5000 to obtain tax benefits. Donors should consult their tax advisor when planning a tax deductible donation. Units should make objects and/or specimens available to appraisers and are required to acknowledge donations in compliance with Internal Revenue Service requirements. According to the revised March 1990 IRS Form 8283 that may be sent by the donor to the unit for completion the donee must complete Part IV of this Form. The person acknowledging the gift on behalf of the unit must be specifically designated by the bureau to sign IRS Form 8283 and return the Form to the donor.

f. Appraisals

Donations to the Bureau are tax-deductible to the extent permitted by law. The onus of responsibility is on the donor to establish the appraised fair market value of a gift for tax deduction purposes and

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meet all Internal Revenue Service appraisal requirements. Due to potential conflicts of interest, bureau staff may not provide monetary appraisals of any objects and/or specimens. Although the unit may place a value on an object or specimen for internal control purposes, this amount is not made available to the public and cannot be used by the donor for tax deduction purposes.

C. TYPES OF ACCESSION TRANSACTIONS

Objects and/or specimens may be acquired through any of five types of transactions. Bureau authority to acquire museum property varies from bureau to bureau. Acquisition types include the following:

- ! donation
- ! purchase
- ! exchange
- ! transfer
- ! field collection.

The first four transactions involve a transfer of ownership. The fifth transaction, field collection, generally documents the collection of objects and/or specimens that are already unit property or acquired by bureau funding or action.

1. Donation

Definition: This category includes outright donations from individuals or institutions, as well as bequests (a donation through a will) to the museum property collection. The property being donated must be owned by the donor. Title to the property must be transferred to the bureau. Copyright should be transferred to the bureau.

When a donation is received, reviewed, and recommended for acceptance by the staff or optional Museum Property Committee, and accepted by the designated authority, a Deed of Gift (Figure 2.7) is completed listing the objects. The donor and the designated authority sign the

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form. In the case of corporate ownership, ensure that the person signing the gift form is authorized to do so (one indicator is the individual's position within the corporate structure). The objects and/or specimens are accessioned as a donation. Donors may complete an IRS Form 8283, Noncash Charitable Contribution (Figure 2.11). The original signed gift form is filed in the accession folder, along with other pertinent documents. A sample letter to the donor acknowledging the gift may be found in Figure 2.12.

If the designated authority is not available to accept the objects and/or specimens, and they are left for consideration as a potential gift for a short period of time, a receipt for property, object and/or specimen temporary custody receipt, or an equivalent document is completed to protect the rights of the unit until the appropriate documents can be completed. Previously accessioned gifts may not have had a Deed of Gift completed at the time of acquisition. These accessions may have instead a donor letter signed by both parties, a last will and testament, or the accession may lack documentation of any kind. When documentation is lacking, if the donor, or donor's agent, is still available, a signed Deed of Gift should be obtained, noting the earlier date of donation.

Unit staff should accept only gifts that are intended for permanent acquisition into the unit museum property collection. Donations should not be accepted with the intent of subsequent deaccession. If the unit exchanges or transfers the donated property (for which an IRS form 8282 has been completed) to a non-bureau unit or Federal agency within two years of the donation, the unit is required by IRS regulations to report this transaction to the Internal Revenue Service on IRS form 8282. The 8282 is sent to the IRS with a copy to the donor, along with the donor's tax identification number as the donor may be subject to penalties.

The unit manager and unit curatorial staff should remember that no gift is free. Every gift requires staff time and money to document, preserve, and store the

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objects and/or specimens.

Objects or specimens found on unit property, by visitors or staff, and accepted into the museum collection are classed as "field collections" not "donations" because they were not owned by the individuals who "found" the items but are instead unit property. If a unit's cooperating association purchases a painting and donates it to a unit, the painting is considered a donation, as unit funds were not expended.

2. Purchase

Definition: This category includes objects and/or specimens that are specifically purchased by the bureau unit for inclusion in the museum property collections.

If the unit purchases an object, a signed receiving report copy of the Order for Supplies or Services (OF-347; Figure 2.13) or equivalent or an archival copy of this form goes into the accession folder; or, for imprest fund purchases, a copy of the Requisition (DI-1; Figure 2.14) or equivalent and sales slip; or, for a field purchase, a signed Receiving Report Copy of the Field Purchase Order (SF-44 or equivalent; Figure 2.15) or, for purchases over \$25,000, a copy of the purchase contract. If originals are not available, make archival copies for inclusion in the accession folder.

When making a purchase, the unit should obtain proof of ownership in order to protect itself from purchasing stolen property. Proof of ownership may consist of a written statement attached to a legal document of transfer or incorporated in the conditions of legal document of transfer (see Figure 2.9). Copyright should be transferred to the bureau.

3. Exchange

Definition: This category includes objects and/or specimens that are received in exchange for objects

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and/or specimens that are outside the unit's scope of collection statement and are deaccessioned from the unit's museum property collection. The acquired objects and/or specimens may be from another bureau unit, another Departmental unit, another Federal unit, a not-for-profit institution, another organizational entity, or an individual. The exchange should take place only when the proposed action is justified, determined equitable, and in the public interest.

Authority to deaccession museum property will vary from bureau to bureau. In accordance with generally accepted museum practice, the preference is to keep the museum property in the public trust. The exchange of objects with private individuals and non-educational or non-cultural institutions is not recommended, and may only be done if well justified and if no other alternatives are available (see Figure 2.16).

The outgoing object and/or specimen should be cataloged before it is deaccessioned according to procedures outlined in Chapter 6 of this Volume of the Handbook. In order to protect Government interest, appraisals should be obtained. The non-bureau museum property should be appraised by at least one independent appraiser, if the objects are collectively appraised at under a value to be determined by the bureau (i.e., no less than \$2,000 and no more than \$5,000), and a second if the objects are collectively appraised at over the bureau-determined value. The bureau object is appraised by a single appraisal which is obtained by the unit from information provided by a recognized bureau subject matter specialist, or in a paid arms-length appraisal. To document exchanges, the originating unit retains the original accession documents and sends copies of these documents to the receiving party. Further information on exchange of museum objects may be found in Chapter 6, "Deaccessions."

Proof of ownership should be provided. The unit should obtain a written and signed proof of ownership for any object(s) and/or specimen(s) to be received in exchange. The bureau should make every effort to acquire the

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copyright of the exchanged materials. The exchange is documented by a written legal agreement signed by both parties.

4. Transfer

Definition: This category includes objects and/or specimens that are received by a bureau unit as a transfer from another unit or bureau, or Federal agency if authorized by specific legislation.

With appropriate bureau approval, unit managers may transfer objects and/or specimens that do not fit the Scope of Collection Statement to other bureau units. Objects or specimens that are being transferred should have been previously accessioned and cataloged to maintain accountability. Incoming transfers are accessioned and assigned a new accession number by the receiving unit, according to the unit or bureauwide numbering system.

Transfers should be documented by the sending unit or bureau by a Transfer of Property (DI-104 or equivalent) form and a written justification. Copies of all the documents are placed in the accession folder. If the transfer is between units, the originating (outgoing transfer) unit generates the Transfer of Property (DI-104 or equivalent). The originating unit provides the receiving unit copies of all accession and catalog documentation from the time the material became museum property of the bureau, such as purchase orders, receipts, transfer of title, gift forms, catalog records and associated catalog data, and copyright documents. Proof of ownership should be provided. To document transfers between units, the originating unit retains the original accession documents, and catalog records and catalog folder contents, and sends archival quality copies of these documents to the receiving unit. The receiving (incoming transfer) unit pays any transportation and other costs involved. Outgoing transfers are considered deaccessions.

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5. Field Collection

Definition: This category describes objects and/or specimens that are collected on bureau property or Indian lands, or collections made through Federal funding or instrument by unit staff, bureau, and non-bureau researchers collecting under permit. This category is also used to describe objects and/or specimens resulting from unauthorized or "spontaneous" or incidental collecting and objects and/or specimens "Found in Collections" without documentation.

a. Objects and/or Specimens Collected Under Permit

Authorized archeological surveys and excavations and natural history collecting are the most common field collection sources. Authorized collectors, such as archeologists, research scientists, or unit employees with permits to collect on unit property or Indian lands, or through Federal funding or instrument, should bring the collections to the unit's museum for accessioning, cataloging, and storage. When the objects and/or specimens are delivered, a Receipt for Property (DI-105) or equivalent is issued; the collector provides the information so that the accession receiving report or equivalent can be completed, and the objects and/or specimens accessioned.

Authorized archeology and natural history collections made under circumstances described above, but that are curated elsewhere (e.g., at a non-bureau repository), are also considered field collections.

Archeological collections housed at non-bureau locations are subject to 36 CFR 79 "Curation of Federally-Owned and Administered Archeological Collections." The bureau is responsible for ensuring that Federal collections under the bureau's responsibility and held at other institutions or repositories are curated according to Departmental standards.

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All associated documentation (e.g., field notes, base maps, visual images, databases, including slides, prints and drawings, research reports, and correspondence) will accompany the objects and/or specimens. Access can be restricted, subject to provisions of the Freedom of Information Act (5 USC 552), and the American Indian Religious Freedom Act of 1978 (42 USC 1996). The Archeological Resources Protection Act (16 USC 470aa-11) makes specific provision for restricting information on archeological site locations.

If the field generated records are limited, they may be filed in the accession folder. Extensive field generated documentation may be processed according to the procedures for field generated records in Appendix C, "Historical and/or Scientific Document Collections."

b. Unauthorized or "Spontaneous" Collecting

In spite of bureau policies against unauthorized collecting, occasionally visitors or unit staff will "find" objects and/or specimens on bureau land. Unauthorized collecting by visitors and staff is strongly discouraged. These objects and/or specimens should be left in, or returned to, their original location whenever possible. The decision to return the objects and/or specimens to their original location should be carefully considered because of the risk of creating an artificial assemblage. Objects and/or specimens that have been picked up haphazardly on bureau property are not considered as a gift of the finder. If returning them to their original location is not possible, the objects and/or specimens should be documented as a field collection using the same procedures as for items collected under permit. Details of the unauthorized collection must be recorded on an accession receiving report, or equivalent (e.g., site of collection, the finder's name, address, and the name of the staff member receiving the items). The unauthorized collector does not receive a copy of the document as this

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material is property of the bureau and not that of the finder.

c. Objects Manufactured by Unit Staff

Objects manufactured for inclusion in the museum property collection in the unit by unit staff or contractor (e.g., as part of a cultural demonstration) are considered field collections.

The bureau frequently may have to deal with accessioning museum property without proof of ownership and documentation. The following are suggested procedures to follow.

d. "Found in Unit or Bureau"

For museum property of uncertain origin "found" within the unit, only data that is known to be fact should be included in the accession folder. The most recent date that the unit discovered the items and acknowledged custody of the material and all associated information should be recorded. The findings should be fully documented on the accession receiving report (Figure 2.3) stating how the material was found, who found it, under what conditions, and precisely where it was found. The names of people who were asked for information, and their responses, should be recorded and filed in the accession folder.

In some case's objects and/or specimens are found within collection storage with no evidence of the material ever having been accessioned or cataloged. The curatorial staff is faced with the dilemma of not knowing whether the material might have been included in a previous accession. Thus the absence of paperwork, tags, labels, or catalog numbers opens the door for the creation of duplicate records. Because of this problem, the curatorial staff should try to recover information about these "found" materials to

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determine if this particular material could have possibly been part of a larger collection, properly accessioned at an earlier date, but never properly marked with the accession number or cataloged.

If a new accession number has been assigned to an object or specimen, and later it is discovered to be part of an old accession, the old accession number should be used but cross referenced to the new number. Follow standard procedures in Section E.2 of this Chapter to void the new accession number. As in the former case, documentation of all searches to establish the status of the accession should be included in the accession folder.

In summary, cleaning up the actions or inactions of previous times is difficult. Success requires considerable detective work to investigate what has gone on before in order to set the record straight. Therefore it is extremely important to always document all actions taken. Refer to Figures 2.17 and 2.18.

- e. Unaccessioned Objects and/or Specimens "Identified as Museum Property"

Units may locate property that is appropriate for inclusion as museum property that had not been identified as such prior to the establishment of the Departmental museum property survey. The unaccessioned museum property should be accessioned into the museum property system. Some of the following conditions may apply.

! The unit may have acquired objects and/or specimens over an extended period of time without a museum property management program to document this activity, but documentation exists to prove ownership.

! Documentation is not available, but information concerning museum property is obtained from oral history, context, or by reconstructing

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circumstances. If unit staff know when and how the material was acquired, this information should be documented and included in the accession folder.

! If no documentation or information about the museum property is available, this should also be indicated (see sample form for tracing missing accession documentation, Figure 2.18) and included in any accession folders or equivalent to document the lack of information.

! If property was transferred from one unit to another unit, and documentation for the transferred material exists, this should be included in the accession folder.

! Often a relatively new unit may acquire ownership of thousands of objects and/or specimens at the time the unit is established. Any existing documentation that supports the museum property collection should be included in the appropriate folder.

! Museum property may be located in obscure places and discovered at a later date. In that case, accession the objects and/or specimens into the museum property system following procedures described in this Chapter.

D. THE ACCESSION BOOK

The accession book contains a current sequential log of transactions that document the source for every object or specimen in the unit's museum collection. An actual bound accession book is required and substitutions (e.g., computer program) are not acceptable. The data may be computerized to facilitate management. The only exception to this requirement is described on page 2:1; cards for natural history accessions are acceptable only when a bound volume for catalog records is present. Wherever possible, records

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are entered chronologically. All objects and/or specimens in the museum property collection must be part of an accession recorded in the accession book. Only one accession book per unit is used. With approval by the appropriate bureau official, two or more accession books may be warranted in situations where museum property is managed in two districts that are widely separated geographically.

1. Entries in the Accession Book Must Be Kept Current

The accession book is one of the most important documents in the unit as it provides the information necessary to establish a formal written record of bureau title and custody of museum property. It is the first and essential step in establishing the paper trail documenting the unit's museum property accessions. The value of the book as a legal document lies in the uninterrupted sequence of entries, without missing pages or erasures. The integrity of the book must be safeguarded by storage in a locking insulated file that shall be locked when not in use. Refer to Volume I, Chapter 11, Section F.2 for more discussion on document storage files. Access to the accession book should be monitored and controlled. It is strongly recommended that the book be maintained in a secure room that is locked nightly. If the collection does not have an insulated file with combination lock, the book may be stored temporarily in a safe while an insulated file is on order.

The book should be made of high-quality, archivally-sound, 100% rag paper, with each page string-bound into a hard cover thus ensuring longevity. Because this book is an original ledger, extreme care must be taken in making entries and storing the book.

2. Creating a Copy of the Accession Book

In order to retrieve information in the case of loss of the accession book, protect against potential fraud and abuse, and ensure that new accessions meet bureau recordkeeping standards, copies of the original accession book and subsequent entries, should be submitted to a

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designated office on a schedule to be established by the bureau, to maintain a check and balance for the system.

E. RECORDING ACCESSION INFORMATION

Whenever the unit has received objects and/or specimens for the museum property collection, information about the accession must be recorded. Certain mandatory accession information is recorded in the accession book ([i.e., accession number, description, source of accession, accession date, date received, accession type, and item total (actual, estimated, or bulk)]. The remaining mandatory data fields are entered into a supplementary accession record (see Figure 2.2, Accession Form). The entry should be made promptly, neatly, and accurately. All entries should be printed in high quality permanent black ink with fountain or Rapidograph pen. Drafting the entry on a piece of plain white ruled paper and then transferring it to the accession book may reduce errors in entry. The bound accession book establishes a record of custody and accountability, and is to be treated as a legal document that may be used in a court of law if necessary.

1. List of Mandatory Data for Accessions

The following are the mandatory data for accession information. When data is unavailable units should enter N/A (not applicable), or unknown, as appropriate. For "highly recommended" and optional data sets, refer to Appendix L.

- ! Accession number
- ! Source of accession (individual), or
- ! Source of accession (institution) and responsible official
- ! Address of source of accession
 - Box or street
 - City
 - State
 - Zip
 - Country if other than the United States
 - Telephone number

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- ! Date received
- ! Accession date
- ! Accession type
- ! Description
- ! Project name (as appropriate)
- ! Catalog number(s) within the accession
- ! Item total
 - Actual
 - Estimated
 - Bulk

2. Mandatory Accession Data Definitions

a. Accession number

The accession number should be a unique identification number sequentially assigned to an accession within a unit museum property collection, and may include either unit name or acronym as part of the number.

The numbering system is determined by the bureau, and should ensure that each unit can be identified for management and data aggregation purposes.

b. Source of Accession

1) **Individual**

Record the full name of the individual or group of individuals.

2) **Institution**

Record the full name of the primary source of accession (e.g., the institution or estate that sold, gave, exchanged, or transferred the material, or field collected it within the unit's boundary). If the source is not an institution, enter "not applicable".

3) **Responsible Official**

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For an institutional source of accession, give the full name and title of the responsible individual for contact purposes.

c. Address of Source of Accession

Address 1 _____ (Box or street)
Address 2 _____ (City)
Address 3 _____ (State)
Address 4 _____ (Zip)
Address 5 _____ (Country other than United States)

d. Telephone Number

Record all applicable telephone numbers provided by the source of accession.

e. Date Received

Record the date the property was received into unit custody.

f. Accession Date

Record the date the transaction was entered into the accession book and into the museum property system. The bureau may establish a bureauwide standard for recording the date. If documentation indicates the object and/or specimen was received at the unit at an earlier date but not entered into the accession book, this information should be entered in the accession folder or equivalent. If the accession date is not known, then the date on which the material was "found" is entered into the accession book and is considered the accession date. If an earlier substantiated date is then traced, this date is considered the accession date, the old accession date is changed, and a notation is made in the file.

g. Accession Type

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Record the nature of the transaction by which the accession was acquired.

h. Description

This is a summary of the objects and/or specimens in the transaction. If there are many items, do not try to list them all but quantify the total accession. If the accession is for one object, the entry may be: "one oil painting, 'Grand Canyon at Dawn,' by Moran." A complete inventory or listing of the artifacts and/or specimens received should be placed in the accession folder.

i. Project Name (as appropriate)

This is the designated name of the field project (e.g., Dolores Archeological Project).

j. Catalog Number(s) within the Accession

Enter the catalog numbers associated with this accession. Recording the catalog numbers of accessioned material in the accession system provides an important cross-reference between the accession and catalog records. In accessions containing large numbers of specimens or artifacts, listing all numbers may not always be possible or practical on an accession form. When this is the case, the catalog numbers may be indicated on an inventory sheet placed in the accession folder while making a corresponding note on the accession form. Catalog numbers assigned to items in a single accession should be sequential where possible.

k. Item Total (actual, estimated, bulk)

If items are contained within a larger unit and only the larger bulk unit (not the individual items) is counted, enter the number of bulk items (e.g., for 6 boxes of sherds, enter 6 boxes; for 12 linear feet of archives, enter 12 linear feet). Units are encouraged to use standard archival boxes and standard units of

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measure where possible. Please refer to Appendix K for discussion of measurement techniques. If items in the accession cannot be counted enter an estimated total. If item counts have been estimated in an accession, as items are cataloged the item counts should be changed to reflect the most recent and correct actual totals.

2. Corrections to the Accession Book

a. Correction of an Accession Book Entry

When an accession entry is made in error, a single line should be drawn through the incorrect information and the correct information should be entered above or below or on another line. The correction should be initialed. The signature (initials and last name) of the person making the correction, and the date should be entered in the remarks column. Errors should never be erased or covered over, for legal and accountability purposes.

b. Correction of an Accession Book Page

In extreme cases, whole pages of accession entries may be so erroneous that they may have to be redone. A written request to redo pages should be approved in writing by the designated authority. When this becomes necessary and approval is granted, the erroneous pages are should never be removed from the book. A single diagonal line may be drawn from the upper left corner to the lower right corner and the corrected entries may be made on the next available page. The signature of the person making the correction, the date, and the new page should be referenced and entered on the diagonal line.

c. Recopying the Entire Accession Book

The accession book should not be recopied. If the accession book needs to be rebound, make a photocopy of all entries before sending it out for rebinding.

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F. ESTABLISHING AN ACCESSION FILE

The accession file is composed of a series of accession folders containing all documentation relating to each accession. The accession folders should be filed numerically in a locking insulated file where the accession book is stored. Access to the accession files must be controlled. Each accession requires a separate folder, with the accession number clearly marked in permanent black ink with a fountain or rapidograph pen. Do not use pressure sensitive labels, which may fall off in time. The folders should be made of archival quality acid-free cardstock.

The accession folder contains the originals or archival copies of all legal documentation that support the entry in the accession book. For example, if the accession book entry states that accession XXXX was a donation from Mr. Jones, then accession folder XXXX should contain a deed of gift or a validated letter signed both by the donor and the bureau's or unit's authorized party or some other forms of legal documentation that establish transfer of ownership. Since these legal documents support the government's claim to ownership and custody of museum property, the accession file must be appraised through agency records schedule procedures, and, as necessary, certified to the Archivist of the United States that they are needed for current business. These are permanent files used for ongoing business and should not be separated from the museum property they support.

The accession folder also contains a copy of the accession receiving report, all correspondence, field notes, and other documents relating to the accession transaction or to the objects and/or specimens in the transaction. If field notes are extensive, they should be processed as in Appendix C, and stored as document collections. Refer to Appendix 1 of this Volume for the definition of "Associated Records." On the example folder in Figure 2.4 is a convenient checklist of material that should be included in the file. An optional accession checklist may be included in the accession folder. Examples of documents that should be placed in the accession folder are as follows:

1. Accession Receiving Report or Equivalent (Figure 2.3)

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This form is used to document the receipt of museum property and collect pertinent information on an accession from the source of accession. It should be filled out at the time the museum property is received. When signed by the designated receiving officer, it establishes accountability for the objects and/or specimens in accordance with Interior Property Management Regulations (410 DM 114-60.203). The legal document for the transaction (noted in Chapter 2, Section C) is attached to the accession receiving report. If the legal document does not provide an itemized list of museum property, the accession receiving report should include a list of the items and their conditions. The accession receiving report should be used to document all unit attempts to trace information concerning incomplete accessions.

2. Deed of Gift (Figure 2.7)

This form documents a donation and is signed by the donor and the designated authority. The original is filed in the accession folder and a signed copy given to the donor. Staff should make every effort to obtain a signed deed of gift.

3. Donor Letter (Figure 2.12)

This is a thank you letter to the donor from the unit manager or appropriate authority. When an object and/or specimen is donated, a letter should be sent acknowledging receipt of the gift and thanking the donor. The letter serves as an official acknowledgement of the gift. The letter should describe the object, and its significance to the bureau museum property collection. If the deed of gift was not signed at the time of the donation, it should be enclosed with the letter requesting signature and return.

4. Last Will and Testament

Whenever materials have been bequeathed to and accepted by a unit, an archival copy of all relevant legal papers should be included.

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5. Order for Supplies or Services (Figure 2.13; OF-347)

All purchases, except field purchases and those from Imprest Funds or over \$25,000, must have a signed copy of the receiving report copy of the Order for Supplies or Services (Figure 2.13; OF-347 or equivalent) in the accession folder. Transfer of copyright to the bureau should be included where appropriate.

6. Requisition (Figure 2.14; DI-1) and Sales Slip

All purchases of museum property made from Imprest Funds must have a signed copy of the Requisition (Figure 2.14; DI-1) or equivalent and sales slip in the accession folder.

7. Receiving Report copy of Field Purchase Order (Figure 2.15; SF-44)

All field purchases should have a receiving report copy of the field purchase order (Figure 2.14; SF-44 or equivalent) in the accession folder.

8. Purchase Contract

All purchases over \$25,000 should have a copy of the purchase contract in the accession folder. Transfer of copyright to the bureau should be included as appropriate.

9. Exchange Agreement (Figure 2.16)

No accession transaction is more sensitive politically, ethically, or legally than an exchange of bureau museum property. This is not to say that such an exchange is not legal or that it might not be in the best interests of the unit or the bureau as a whole but rather that every step of the trade or exchange transaction should be completely and clearly documented, so that it can withstand public scrutiny at a later date. All documents (e.g., exchange proposals, appraisals of bureau and non-bureau objects and/or specimens, agreements, approvals at all levels, and review comments) should be safeguarded in

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the accession folder. Transfer of copyright to the bureau should be included as appropriate. Exchange procedures are described in Chapter 6, Deaccessioning.

10. Transfer of Property (Figure 2.8; DI-104) or Equivalent

This form is used whenever the ownership of the material is being transferred from another bureau area or from another federal agency. Copies of all the existing documentation including the transfer of property and catalog records should be sent along with the objects and/or specimens from the transferring office. Transfer of copyright to the bureau should be included as appropriate.

11. Receipt for Property (Form Figure 2.5; DI-105) or Equivalent

This form may be used to immediately acknowledge receipt of museum property pending completion of the accession receiving report and other required documents. It is used most often with field collections.

12. Deed of Conveyance (Figure 2.19)

This signed statement allows the bureau the privilege of use and the authority to designate use of a copyright or title interest. The copyright holder (of oral history or documents) gives permission to the bureau to authorize use of stated materials by third parties for a specific use and duration. The deed of conveyance is similar to a non-exclusive license in that both parties agree to share copyright interests.

13. Release Form (Figure 2.20)

The signed release form allows the bureau exclusive rights to copyright interests of interviews, oral histories, visual images, or sound recordings. The bureau has sole discretion on use and has authority to prevent others from exercising the right to use it.

14. Visual Image Reproduction and Use Request (Figure 2.21)

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The signed request gives a second party the right to one time use of a reproduction or an image in which the bureau holds copyright.

15. Object and/or Specimen Temporary Custody Receipt (Figure 2.6)

The temporary custody receipt is used when the bureau holds museum property in temporary custody for purposes of identification, review for possible donations, or examination for purchase. The form is used for short-term custody. Unlike loans, the bureau is liable only for gross negligence, and generally no insurance coverage is added.

16. Proof of Ownership Statement (Figure 2.9)

This signed statement is included in transfer of title or custody documents (e.g., deed of gift), indicating that the owner has a legal title.

17. Copyright Statement (Figure 2.10)

This signed statement transfers all copyright interests exclusively to the bureau. This statement is usually included in a document (e.g., deed of gift or exchange agreement).

18. Noncash Charitable Contributions Form (Figure 2.11)

IRS Form 8283 is filed by the donor for tax exemptions on museum property donated to the bureau. The evaluation must be gained by the donor from an independent source. The charitable organization (bureau) completes a section on the form. The bureau may need to produce the copy of the form or equivalent information if the donor is audited by the IRS. Refer to Section B.3e of this Chapter.

19. General Correspondence

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Sometimes preliminary communication has occurred before the actual transaction that brought the museum property into unit ownership or custody. Any pertinent correspondence, telephone notes, memoranda, and other records of correspondence that took place either before or after the accession transaction should be added to the accession file. Data often can be obtained regarding prior owners, uses made of the objects, and associations made with the objects. Local papers may contain information on local donors, and obituaries are also of value. If relatives contact the unit, their names and addresses should be recorded and placed in the appropriate accession folder. This information contributes greatly to the historical interpretation of the object and should be placed in the accession folder for safe keeping.

20. Evidence of Historical Authenticity

Any documentation that attests to some historical association attributed to the object should be placed in the accession folder or equivalent. Such information should be identified as an attribution, provide the source of the attribution, the date of the attribution and name of the bureau staff member who recorded the data.

21. Deaccessioning Information

Sometimes material in the collection is lost through deterioration, theft, fire, or unexplained disappearance. Objects and/or specimens slated for destructive analysis or reburial should also be deaccessioned. All such occurrences are considered deaccession transactions. In addition deaccessions may be accomplished through exchange or transfer. Regardless of the method of deaccessioning, full documentation of the transaction must be maintained as listed in 411 DM 2.3G(6). If originals are housed in the deaccession folder then duplicate copies should go in the accession folder or equivalent. In either case accession, catalog, and deaccession information should be cross-referenced. Fire reports, case incident reports, Report of Survey

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(DI-103), depositions and statements, statements of witnesses to loss of objects, and Transfer of Property (DI-104) are examples of such documentation. Deaccession procedures are fully described in Chapter 6.

22. Documentation of Field Collection

For field collections, all field and laboratory records, visual images, and reports must be submitted along with the collection. The documentation should be organized for efficient access. Original documents or reproducibly archival sound copies are required. This requirement applies to bureau employees and contractors. The documentation should be supplemented by a scientific report concerning the collection, prepared by the collector or other investigators. A key to any abbreviation or codes for provenience that are on artifacts or containers should be provided. In addition, include the site name, number, and location as well as dates of collection. If field notes are extensive, they should be processed as in Appendix C.

23. Conservation Information

Whenever a professional conservation examination or treatment is performed, the conservator prepares a condition or treatment report. This information is critical to the conservator who, years later, may be called upon to treat the same object. All information relating to condition, care, and treatment should be filed in the accession folder. Alternatively, this information may be placed in the catalog folder, if one has been established (see Chapter 3); an object condition report may be included.

24. Photographs

Photographic coverage of any aspect of the accession should be kept in the accession folder (a photograph of the unit manager accepting the donation, for example, or a detailed photograph of an individual specimen taken by the owner). Record and condition photographs may be filed separately.

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25. Other Relevant Documents

All other documents related to the accession should be in the accession folder or their location must be noted. These may include, but are not limited to, field and miscellaneous research notes, shipping documents, and appraisals.

G. COMPUTERIZATION OF ACCESSION DATA

The bureau may wish to computerize the accession data so that reports may readily be generated from the information in the accession book. For example, reports listing sources of accession (e.g., donors and field collectors) by name, numbers of accession transactions in a particular year, and numbers of donations or transfer in a certain time period, are invaluable tools for museum property management.

H. HOLDING ACCESSIONED MUSEUM PROPERTY UNTIL CATALOGED

Museum property should be inspected for condition and insect infestation, if necessary, before being brought into contact with other objects and/or specimens in the collection. New accessions should be isolated and carefully monitored over time for signs of insect infestation prior to integration into the collections. Fumigation is reserved as a last alternative.

Each new accession should be temporarily tagged with an accession number and should be placed in a storage space specifically allotted to accessions that have not been cataloged. A section of the storage area should be designated for this purpose. It may be one shelf or one drawer in a standard storage cabinet, depending on the amount of new material generally received by the unit. The portion of storage equipment designated should be used for no other purpose and should be clearly marked "Accession Storage."

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Temporary tags may be baggage tags or card tags. Do not use adhesive or pressure sensitive tapes or labels directly on objects since the adhesive causes permanent harm to surfaces. A box containing many objects and/or specimens that cannot be unpacked immediately may need only one label, the number might be marked directly on the box or placed in a container envelope. New accessions should be unpacked as soon as possible so that the condition of the objects upon arrival may be noted. If there is damage it should be noted and the information placed in the accession folder. Photographs of damaged objects are an important way in which to record physical condition.

Objects and/or specimens in accession storage constitute a backlog of work that needs immediate attention. The objects and/or specimens will not be useful until cataloged. They are also vulnerable to theft, having no catalog numbers or descriptive records.

I. CHANGES IN ACCESSION TRANSACTION STATUS

When all museum property in an accession is converted to another accession status, the original accession number is retained and information cross-referenced. In the accession book the accession status change and date of change are noted. For example, if museum property that is "found in collection" and accessioned as a field collection is subsequently found to have documentation indicating that it is a donation, the accession transaction type (field collection) is changed (to donation). The required documentation is completed and added to the accession folder.

When selected objects and/or specimens within an accession are being converted to another accession status (e.g., purchase to a transfer), only the selected objects are converted to the new accession type. The new accession is given a new accession number, accession type and a new accession folder is generated. Follow accession procedures for assigning the new accession entry. Cross-reference the two accessions in the accession book and accession folders.

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J. INCOMPLETE ACCESSION RECORDS

Previous accessions may lack documentation that meets current requirements, as outlined in this Chapter. Frequently, the required legal documents are missing. When documentation is lacking, and the other party to the transaction is still available, the unit should draft the required document and have it signed and dated, noting in writing that the document confirms a transaction made on an earlier date. At a minimum, in the absence of any legal documentation, the unit will need to complete the accession receiving report or equivalent and provide a written account of efforts undertaken to acquire legal documentation for the accession. Refer to Figure 2.18. Use the accession receiving report to establish accountability for the objects and/or specimens.

K. ACCESSION TRANSACTION DOCUMENTS

Each new accession must have a legal document signed by both parties to the transaction. When possible, such documents should be obtained for older accessions that lack them. Accession documents initiate the paper trail critical to providing the ground on which the bureau bases its claim to legal title (ownership) and custody of the object and/or specimen or group of objects and/or specimens. Without these documents the bureau has no proof of ownership or legal custody. Legal documents for each type of transaction are noted below. Some types of accessions may have more than one legal document. The following forms are illustrated below.

All accessions should have an accession receiving report or equivalent. In addition, each accession type should have one of the following or its equivalent.

<u>Type</u>	<u>One of the following is required:</u>
1. <u>Donation</u>	! Deed of Gift (Figure 2.7) ! Last Will and Testament ! Deed of Conveyance and Release Form (Figures 2.19 and 2.20)

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2. Purchase ! Order for Supplies and Services (Figure 2.13; OF-347) or Equivalent
! For Imprest Funds: Requisition (Figure 2.14; DI-1) and sales slip
! For field purchase: Receiving Report copy of the Field Purchase Order or equivalent (Figure 2.15; SF-44)
! If over \$25,000: Copy of Purchase Contract
3. Exchange ! Exchange Agreement (Figure 2.16) and appraisal of bureau property and appraisal of non-bureau property
4. Transfer ! Transfer of Property (Figure 2.8; DI-104) or equivalent
5. Field Collection ! Receipt for Property (Figure 2.5; DI-105) or equivalent

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Figure 2.1 Accession Book

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Figure 2.2 Accession Form

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**SAMPLE
ACCESSION RECEIVING REPORT**

Unit Acronym and/or Identifier _____

Accession No. _____

Use this form to document the receipt of museum property and collect pertinent information on the accession from the Source of Accession (donor, vendor, field collector, etc.). If additional space is needed, attach a separate sheet. Use ink or type.

1. The following information pertains to objects and/or specimens listed on attached form(s) (check form type).

- | | | | |
|----------------------------|--|----------------------------|---|
| <input type="checkbox"/> G | Accession Receiving Report: List of Objects and/or Specimens | <input type="checkbox"/> G | Receiving Report Copy of Field Purchase Order (SF-44) |
| <input type="checkbox"/> G | Deed of Gift | <input type="checkbox"/> G | Copy of Purchase Contract (if over \$25,000) |
| <input type="checkbox"/> G | Receiving Report copy of Order for Supplies or Services | <input type="checkbox"/> G | Exchange Agreement |
| <input type="checkbox"/> G | Requisition (D-1), (For Imprest Funds) | <input type="checkbox"/> G | Transfer of Property (DI-104) |
| | | <input type="checkbox"/> G | Receipt for Property (DI-105) |

2. Nature of Accession: (Check one)

G Donation G Purchase G Exchange G Transfer G Field Collection

3. Name and address of Source of Accession:

Responsible Official: _____

Daytime Telephone No.: _____

FAX No.: _____

4. Give brief description, identification and history of the collection. Note locality collected or purchased, give site names and numbers if appropriate. This information is provided by the Source of Accession only.

5. Project Name: _____

6. Give overall condition on arrival. Specific object and/or specimen condition must be noted on attached form(s).

7. Remarks: _____

8. Objects and/or Specimens Received by: _____ Date: _____

(Signature of Employee, Title)

at: _____

(Unit Location)

9. I certify that the objects and/or specimens described above and on the attached document have been received and inspected.

(Signature of Receiving Officer)

Date: _____

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Figure 2.3a Accession Receiving Report

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Specimens

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Figure 2.4 Accession Folder (Sample)

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DI-105 (Revised 5/88)	UNITED STATES DEPARTMENT OF THE INTERIOR <hr style="width: 30%; margin: auto;"/> BUREAU OR OFFICE RECEIPT FOR PROPERTY																																																																																																		
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">NUMBER</th> <th style="width: 55%;">DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)</th> <th style="width: 15%;">QUANTITY</th> <th style="width: 10%;">UNIT OF ISSUE</th> <th style="width: 10%;">COST</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td></tr> <tr><td>16</td><td></td><td></td><td></td><td></td></tr> <tr><td>17</td><td></td><td></td><td></td><td></td></tr> <tr><td>18</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					NUMBER	DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST	1					2					3					4					5					6					7					8					9					10					11					12					13					14					15					16					17					18				
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<small>It is understood that I am personally responsible for the property listed hereon and that if the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be financially liable as determined by a Board of Survey.</small>																																																																																																			
Received By: (Name and Title)		Signature and Date:																																																																																																	

Release Date:
New

2:49

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Figure 2.5 Receipt for Property (DI-105)

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SAMPLE OBJECT AND/OR SPECIMEN TEMPORARY CUSTODY RECEIPT

The objects and/or specimens listed below are subject to the conditions noted on reverse.

RECEIVED FROM:

Name:

Address:

(Box or Street)

(City, State, Zip)

Telephone: Home ()

Work ()

FAX number:

Name of Owner:

If owner is an institution, give name of Responsible Official:

Address:

(Street)

(City, State, Zip)

Telephone: Home ()

Work ()

Fax number:

DESCRIPTION OF OBJECTS AND/OR SPECIMENS:

RECEIVED FOR THE FOLLOWING PURPOSE:

Identification

Examination for possible:

Donation Purchase Exchange Transfer Incoming Loan

Other:

SCHEDULED DATE OF REMOVAL OF Objects and/or Specimens: _____

[Unless otherwise mutually agreed on, the objects and/or specimens listed above, or as attachments, shall remain in custody of the (Bureau Name) for a period not to exceed 90 days and are subject to conditions listed on the on the reverse of this form]

COMMENTS:

I have read and agree to the conditions on the reverse, and I certify that I have full authority to agree thereto.

SIGNED: _____ DATE: _____

(Owner or authorized agent)

UNIT: _____

RECEIVING OFFICER: _____

(Print Name and Title)

SIGNED: _____ DATE: _____

(Receiving Officer)

RETURN RECEIPT: I have received the above mentioned property.

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Figure 2.6a Object and/or Specimen Temporary Custody Receipt

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SAMPLE
CONDITIONS for TEMPORARY CUSTODY OF OBJECTS AND/OR SPECIMENS
(Continued)

1. The Bureau will give to objects and/or specimens left in its custody the same care provided similar property of its own, but it assumes no additional responsibilities or liabilities in regard to such objects and/or specimens.
2. Attributions, dates, and other information shown on the face of this Receipt are as given by the owner or authorized agent. Any valuations shown are not to be considered appraisals by the Bureau. The fact that the objects and/or specimens have been in Bureau custody shall not be misused to indicate Bureau endorsement.
3. Insurance will not be carried on objects and/or specimens left in custody unless specifically agreed to in writing by the Bureau. Otherwise, this Receipt shall constitute a release and waiver of the Bureau, its employees, officers, and agents from any liability in connection with the deposited property while on deposit or in transit.
4. Objects and/or specimens may be photographed, photocopied, and examined by the Bureau for its own purposes, which include education, documentation, and publicity, but will not treat or otherwise alter objects and/or specimens without written permission of the owner or authorized agent.
5. Objects and/or specimens must be claimed by the owner or authorized agent on or before the removal date noted on the face of this form. Should a change of address occur, the owner must notify the Bureau in writing prior to the removal date. Should a change of ownership occur, the new owner must provide proof of legal title satisfactory to the Bureau before the object(s) and/or specimen(s) will be released.
6. Objects and/or specimens returned to the owner or agent by mail or other carrier shall be sent by such means as the Bureau shall determine with a return receipt requested. Upon receipt of the objects, failure to notify the bureau of damage or loss within 30 days shall release the Bureau from any further liability.
7. The Bureau may, after the specified removal date noted on the face of this Receipt, request the owner or authorized agent to remove the object(s) and/or specimen(s). If the owner fails to remove the object(s) and/or specimen(s) within 60 days of the date of the mailing of such request to the address on the face of this receipt, then the Bureau has the right to place said object(s) and/or specimen(s) in storage or return the object(s) and/or specimen(s), both options at the owner's risk and expense. If, after 3 years from the removal date noted on the face of this Receipt, the Bureau has not been able to return the object(s) and/or specimen(s), then, and in consideration for its storage and safekeeping during such period, the object(s) and/or specimen(s) may be considered an unrestricted donation to the Bureau, or disposed of at the Bureau's discretion.
8. In the event the objects and/or specimens are being offered for sale or donation to the Bureau, the owner warrants that the owner holds full and clear title and copyright to said objects and/or specimens, and will, if required, show proof acceptable to the Bureau.

Figure 2.6b Object and/or Specimen Temporary Custody Receipt

Release Date:
New

2:53

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(Continued)

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**SAMPLE
DEED OF GIFT**

RECEIVED FROM:

Name:
Address:

(Box or Street)
(City, State, Zip)

Telephone: Work() Home () FAX number

I hereby irrevocably and unconditionally give, convey, and assign to the (Bureau Name) by way of gift, all right, title, and interests including all copyright, trademark, and related interests, in, to, and associated with the museum property described below. I hereby affirm that I own said museum property, acquired it legally and without encumbrance, and that to the best of my knowledge I have good, and complete right, title, and interests including all transferred copyright, trademark, and related interests to give. I hereby give, convey, and assign all copyrights, trademarks, and related interests I possess to the Bureau. I agree that the said museum property will become part of the exclusive and absolute property of the Bureau and that they may be used at the Bureau's sole discretion, with no restrictions on their use or disposition.

DESCRIPTION:

Signature of Donor: _____ Date: _____

The Bureau hereby accepts the above museum property under the conditions specified.

ACCEPTED BY: _____ (Accountable Officer)
(Name and Title, Please Print)

On behalf of Bureau: _____ Date: _____
(Accountable Officer signature)

Unit Name:
Unit Address:

(Box or Street)
(City, State, Zip)

Accession Number: _____ Accession Date: _____

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Figure 2.7 Deed of Gift

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DI-104 (Approved April 1942)	UNITED STATES DEPARTMENT OF THE INTERIOR _____ (Service)	No. _____ Date Recorded: _____ _____ (Property section) _____ (Accounts section)
TRANSFER OF PROPERTY		
To _____		From _____
At _____		At _____
_____		_____

PROPERTY No.	QUANTITY	DESCRIPTION OF ARTICLES	VALUE *	AGE AND CONDITION	REMARKS

* Use value carried on property records.

Shipped Via _____	Bill of lading No. _____
Date shipped _____	Date received _____
Signature _____ (Transferor)	Signature _____ (Transferee)
Official Title _____	Official Title _____

Release Date:
New

2:57

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Figure 2.8 Transfer of Property (DI-104)

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**Sample
Proof of Ownership Statement***

I/we certify that I/we hold free and clear title to the subject property and that I/we may dispose of it in any manner that I/we may determine.

Signature: _____ Date: _____

Address: _____

Signature: _____ Date: _____

Address: _____

***NOTE:** This statement is included in transfer of custody and title documents (e.g., Deed of Gift). The transfer document will contain a listing of the subject museum property.

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Figure 2.9 Proof of Ownership Statement

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**Sample
Copyright Statement***

I/we certify that I/we hold free and clear title to the copyright for the subject property and that I/we may dispose of it in any manner that I/we may determine.

I/we donate the copyright for the subject property for the Bureau.

Signature: _____ Date: _____

Address: _____

Signature: _____ Date: _____

Address: _____

***NOTE:** This statement is included in transfer of title and copyright documents (e.g., Deed of Gift, Exchange Agreement). The transfer document will contain a listing of the subject museum property.

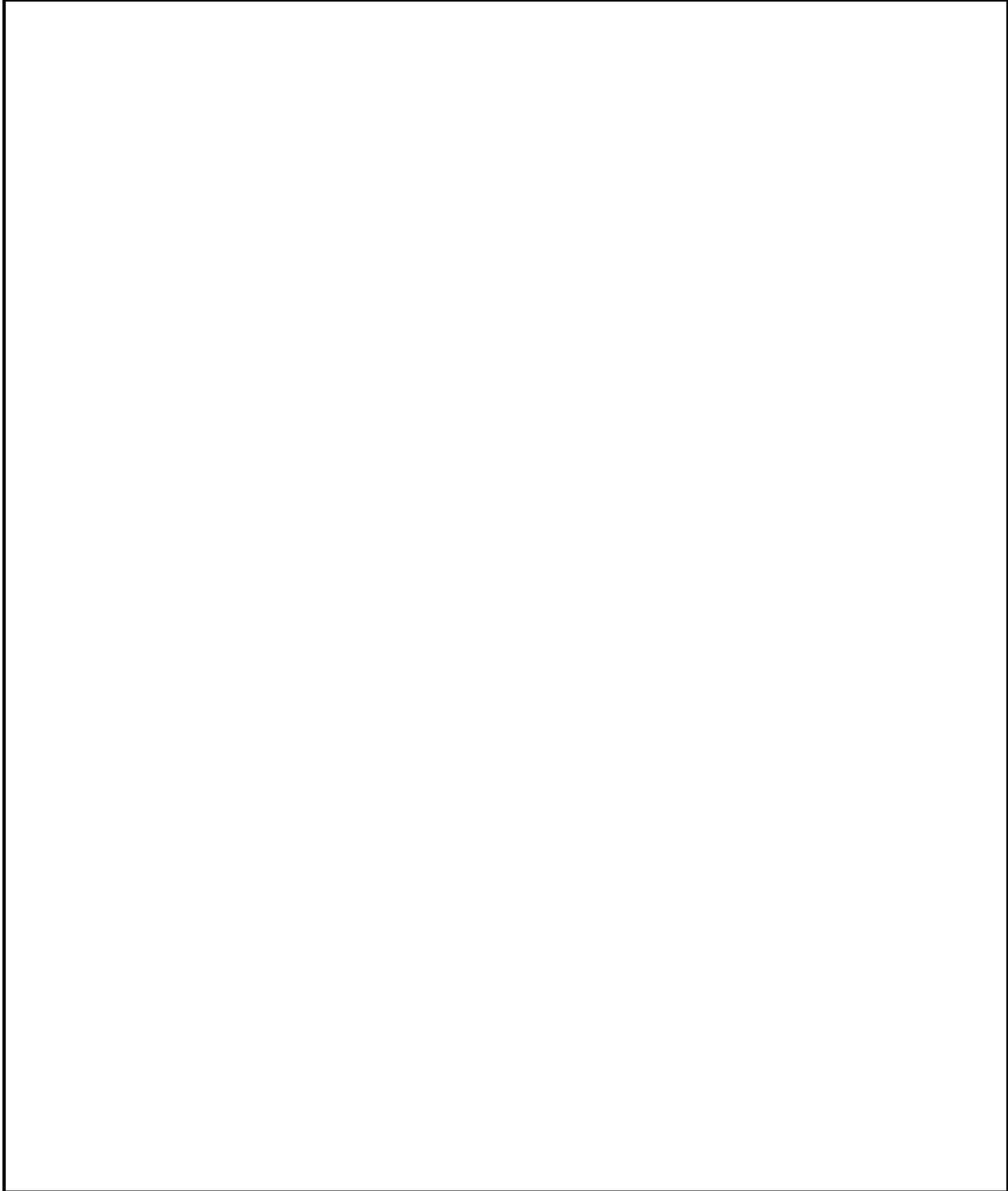
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Figure 2.10 Copyright Statement

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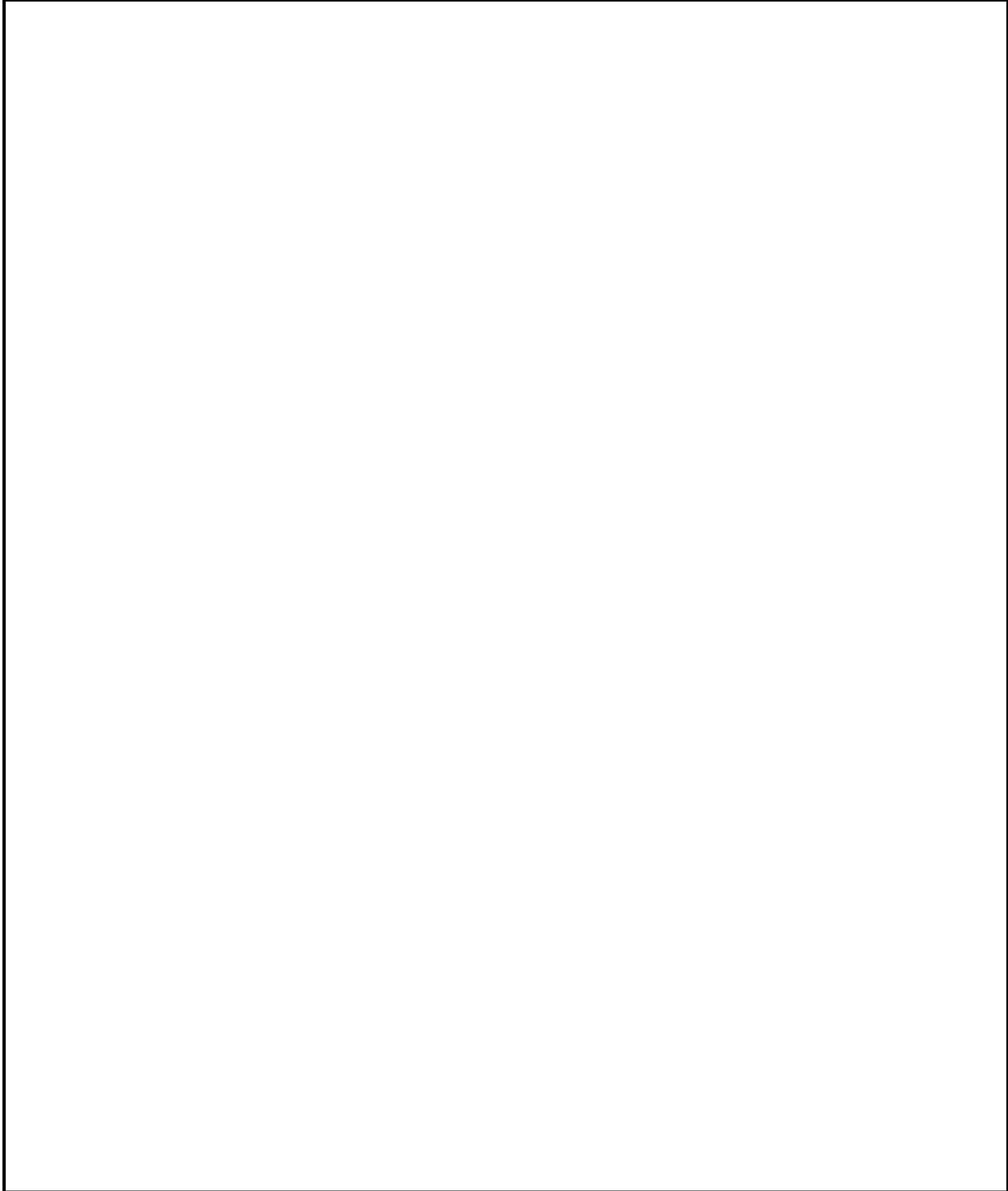
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Figure 2.11a Noncash Charitable Contributions (IRS Form 8283)

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Figure 2.11b Noncash Charitable Contributions (Continued)

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BUREAU LETTERHEAD

Mr. George A. Monroe
912 West Main Street
Kingston, Missouri 63555

Dear Mr. Monroe:

Your generous gift of a Springfield rifle musket, which family tradition reports that your great grandfather carried in the Battle of Smith's Creek, was received by mail on June 1, 1992. On behalf of the Bureau and unit I wish to acknowledge and accept it. This gift will be a significant and welcome addition to our museum collections.

In order to complete the gift, you are requested to countersign both copies of the enclosed Deed of Gift, retain the copy for your own records, and return the original to us. A return self-addressed envelope is enclosed for your convenience.

Gifts to the Bureau are tax deductible as charitable contributions, to the extent permitted by law.

We are most grateful for your gift and your interest in the Bureau.

Sincerely,

Unit Manager

Enclosures

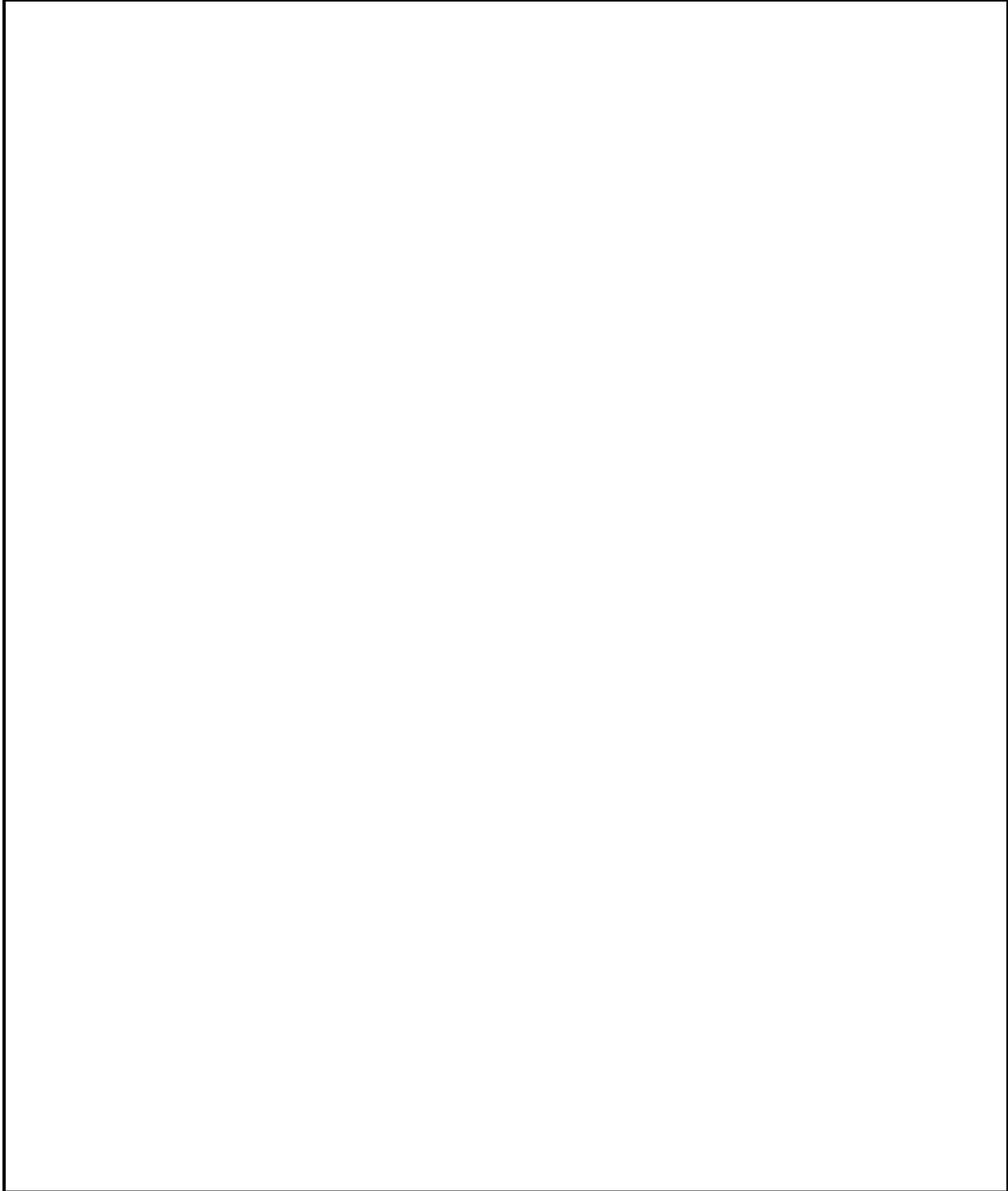
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Figure 2.12 Sample Donor Letter

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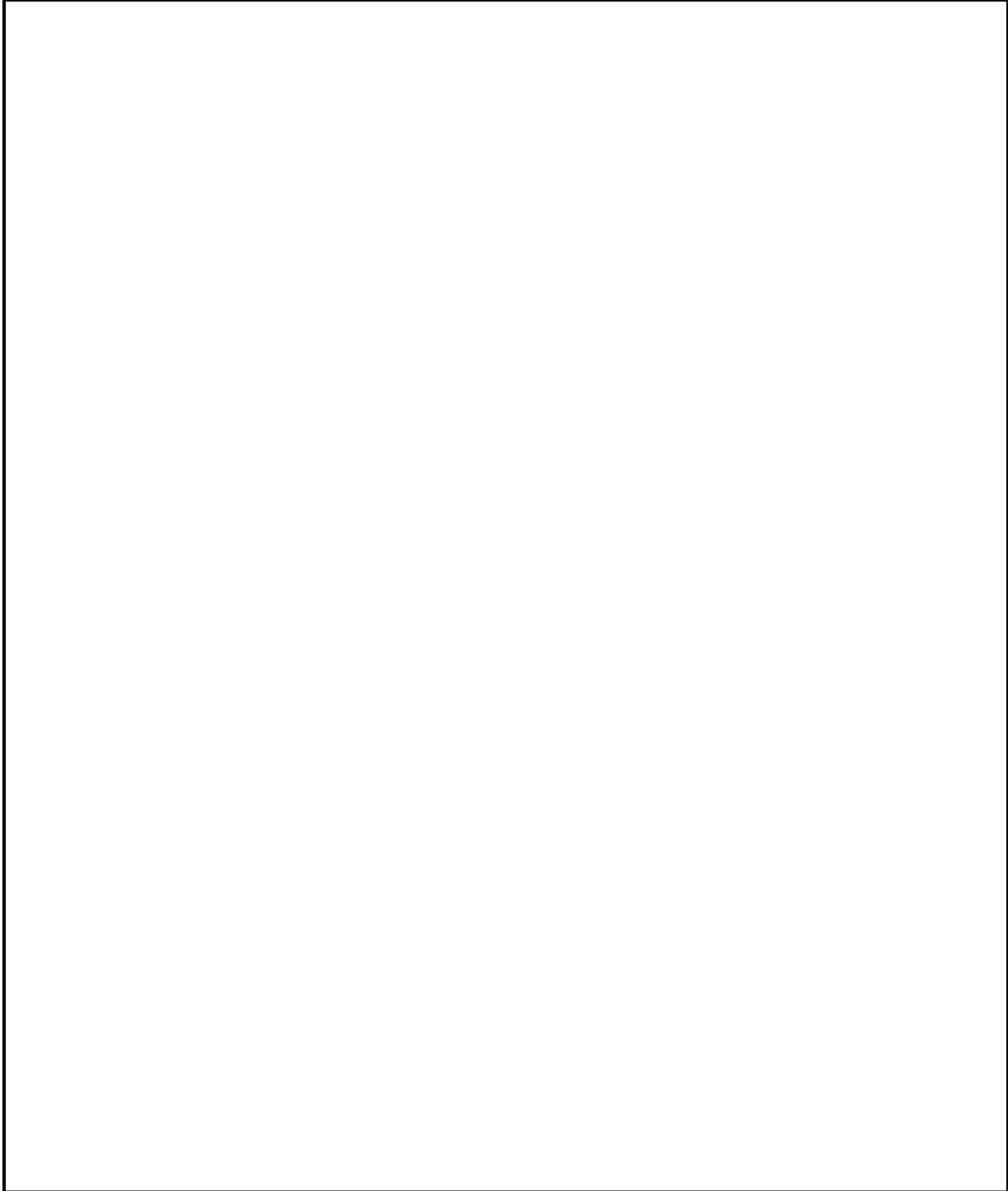
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Figure 2.13a Order for Supplies or Services

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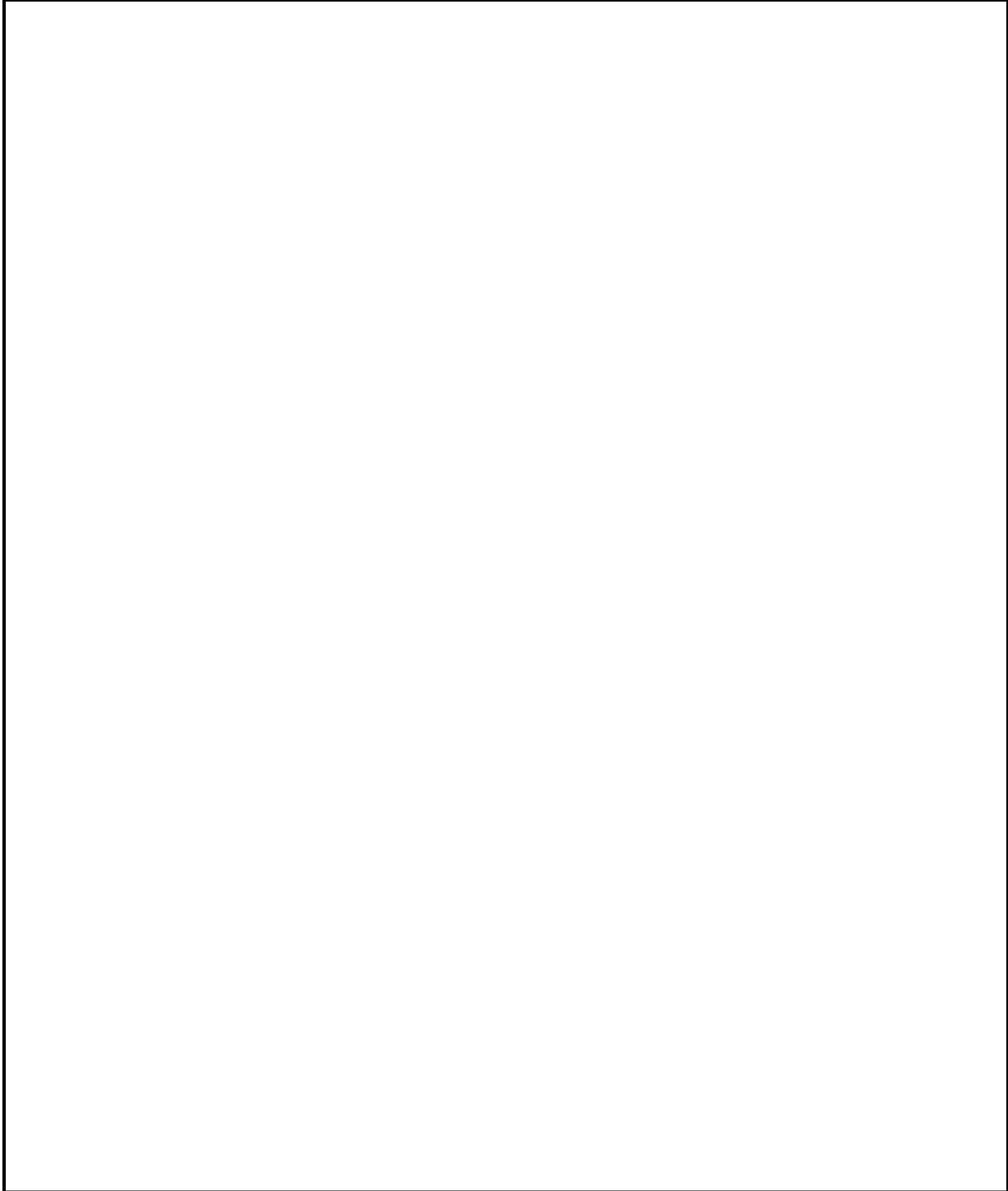
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Figure 2.13b Order for Supplies or Services

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Release Date:
New

2:73

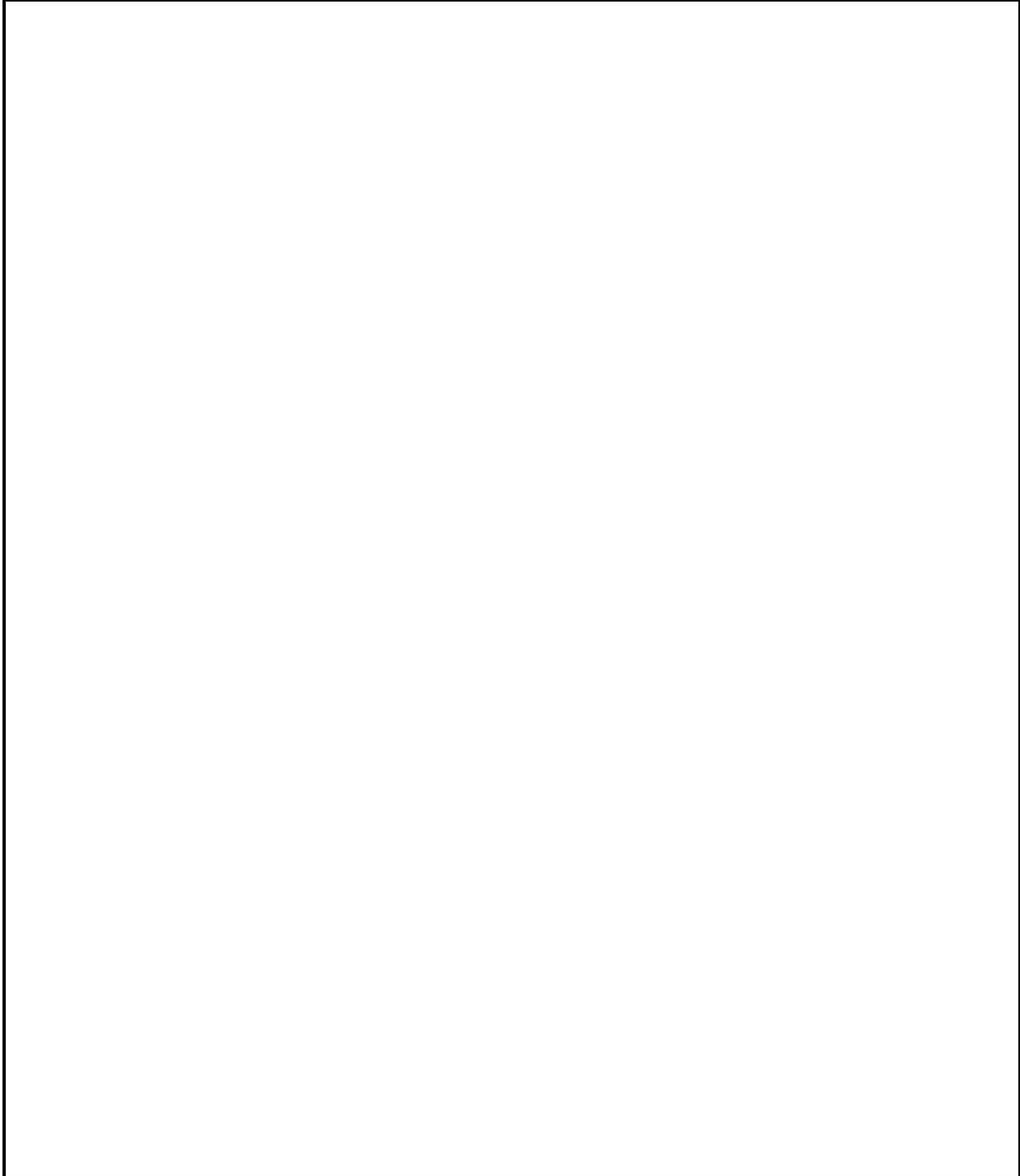
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Figure 2.14 Requisition (DI-1)

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Figure 2.15 Receiving Report Copy of Field Purchase Order (SF-44)

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**SAMPLE
MUSEUM PROPERTY EXCHANGE AGREEMENT**

In accordance with the authority granted to the Secretary of the Interior by _____, and in consideration of the mutual promises set forth in this Agreement, _____ (Bureau Name) and _____ (other party) enter into this agreement for the exchange of museum property.

1. _____ (Bureau unit) hereby becomes the owner of the objects listed on the first attached inventory (Attachment 1 of this Agreement). _____ (other party) hereby becomes the owner of the objects listed on the second attached inventory (Attachment 2 of this Agreement).
2. _____ (other party) represents and warrants that he/she/they will possess clear title, free of all liens, claims, and encumbrances of any kind, to the objects listed on Attachment 1 at the time the exchange takes place. If at the time the exchange is to occur _____ (other party) is unable to present the objects listed on Attachment 1 and proof of ownership for the said objects he/she/they is/are exchanging, the _____ (Bureau Name) is under no obligation to complete the exchange.
3. _____ (other party) represents and warrants that the objects listed on Attachment 1 were secured in compliance with all applicable International, Federal and State laws. Documentation evidencing the source of acquisition of the objects listed on Attachment 1 will be attached to this Agreement at the time the exchange takes place (Attachment 3).
4. _____ (other party) represents and warrants that the objects listed in Attachment 1 have been authenticated and appraised in writing, at market value, by at least two objective appraisers within six months previous to the date of this agreement. Copies of the appraisals are attached to this Agreement (Attachment 4).
5. (Optional) _____ (either party) will reserve the sum of _____ dollars, which is the difference in the values of the property being exchanged. Such sum shall be paid by _____ (either party) according to the following schedule:
6. _____ (other party) represents and warrants that he/she/they is/are the sole owner(s) of all rights in the objects listed on Attachment 1. _____ (other party) hereby assigns in _____ (Bureau unit) all of _____ (other party) common law and statutory copyrights to the objects listed in Attachment 1. _____ (other party) agrees to indemnify _____ (Bureau unit) against any claims, damages, losses, or expenses of any kind that _____ (Bureau unit) may suffer as a result of any infringement or alleged infringement of the copyrights to _____ (Bureau unit).
7. _____ (Bureau unit) will pay all costs of transporting and insuring the objects listed on Attachment 1 to _____.
8. The parties agree that the physical transfer of all objects covered by this agreement will occur on or before _____ (date) and that time is of the essence of this Agreement. If _____ (other party) fails to deliver the objects listed on Attachment 1 to the agreed-upon place of delivery by the date given in this paragraph, _____ (Bureau unit) may, in its option, terminate this agreement, recover any objects which it may have delivered pursuant to this Agreement and sue for damages for undue delay of the performance of this Agreement or for specific performance of this Agreement. _____ (Bureau unit) remedies hereunder are not exclusive and _____ (Bureau unit) retains the right to pursue any and all legal remedies available to it for the breach of this Agreement.
9. Title to the objects exchanged under this agreement shall pass when the objects have been delivered pursuant to the terms of this Agreement and the parties have inspected the objects and found them to be in a satisfactory condition and are as represented in this Agreement. Inspections of the objects shall occur on the date of delivery.

Figure 2.16a Exchange Agreement

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**SAMPLE
MUSEUM PROPERTY EXCHANGE AGREEMENT**
(continued)

10. As provided by 41 U.S.C. Sect. 22, no member of or delegate to Congress, or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that might arise therefrom; but this provision shall not be construed to extend this Agreement if made with a corporation for its general benefit.
11. No Department employee or members of employee's immediate family shall be admitted to any share or part of this Agreement or to any benefits that may arise therefrom.
12. Catalog information on all Bureau objects incorporated under this Agreement are included by reference to the Bureau catalog number listed on Attachment 2.
13. The exchange of all firearms must be in compliance with all state and local law enforcement regulations related to the acquisition of firearms. Upon consummation of this Agreement, the Bureau shall not be liable for any action related to the use of firearms described within the Agreement.
14. Should the _____ (other party) deaccession the exchanged object(s), the _____ (Bureau name) shall have the right of first refusal. Every effort must be made to keep the object in the public domain.

For the Receiving Bureau:

Recommended: _____
(Museum Property Committee) (Date)

Approved: _____
(Unit Manager) (Date)

For the other Party

Party: _____

Approved: _____
(Date)

Approved: _____
(Date)

Address: _____

Telephone: _____

Figure 2.16b Exchange Agreement (continued)

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SAMPLE ACCESSION TRANSACTION CHECKLIST	
ACCESSION NUMBER:	ACCESSION TYPE:
SOURCE OF ACCESSION:	
Accession Receiving Report:	G Yes G No Signed by: _____ Date:
Letter of Thanks sent:	G Yes G No Date:
Deed of Gift returned to unit:	G Yes G No Date:
Entry in Accession Book:	G Yes G No Date:
Accession form completed:	G Yes G No G N/A Entered into Automated System: G Yes G No
Accession Report printed:	G Yes G No G N/A
Source of Accession Card printed:	G Yes G No G N/A
Object and/or Specimens cataloged:	G Yes G No Entered into Automated System: G Yes G No
Comment:	
Object and/or Specimens photographed:	G Yes G No Comment:
Objects and/or Specimens improperly accessioned:	G Yes G No Describe:
Original accession number(s):	
Objects and/or Specimens never accessioned:	G Yes G No Describe:
Unit action in tracing accession:	
Unit action undertaken by: _____ (Please Print Name and Title)	Date: _____
Comments:	
Signature: _____	Date: _____

Figure 2.17 Accession Transaction Checklist

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**SAMPLE
 TRACING MISSING ACCESSION DOCUMENTATION**

Accession Number _____ Type of Accession _____

Source of Accession: _____

Mark (with an X) the condition that best describes the absence of required documentation in the accession. As necessary, please attach a written explanation of circumstances.

_____ No written documentation. The context in which the museum property is found provides accession information.

_____ No written documentation. Staff (e.g., institutional memory or oral tradition) provides accession information.

_____ Some documentation exists but is inadequate to establish accession information.

_____ Found in unit without documentation and with no contextual or staff information.

Comments:

Indicate the date the following actions were taken:

_____ File all documentation (i.e., return receipts, newspaper clippings, and copies of letters) in the accession folder.

_____ Attempt to locate Source of Accession.

DATE	METHOD
_____	BY MAIL: G Registered G Certified RETURN RECEIPT RECEIVED
_____	BY ADVERTISEMENT:
_____	OTHER (describe):

Figure 2.18 Tracing Missing Accession Documentation

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**SAMPLE
DEED OF CONVEYANCE***

I, _____, hereby give my permission to
the (Bureau Name), _____ unit, to make this
material (e.g., recording/visual image) available for use by historians,
scholars, and others authorized by the (Bureau Name).

Description of material:

Signed: _____ Date: _____

Recorded by: _____ Date: _____
(Name and Title. Please Print)

*The Deed of Conveyance granted by the subject of this material (e.g., the person who is heard on the recording or shown in the visual image) entitles the Bureau to authorize third party use (e.g., researchers or scholars) of the said material.

Figure 2.19 Deed of Conveyance

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**SAMPLE
RELEASE**

NAME: _____

DATE OF INTERVIEW/VISUAL/SOUND RECORDING: _____

INTERVIEWED BY: _____ (Name and Title. Please Print)

I, the undersigned, hereby donate to the public domain any and all copyright interest that might exist in the interview/visual image/sound recording etc. granted by me on the above date. I, the undersigned, understand that this record (interview, sound recording, or visual image) becomes part of the (Bureau Name) collections. I understand that it is subject to stipulations contained in the Freedom of Information Act (5 U.S.C. Section 552). Initials indicate my wishes indicated below:

_____ 1) I place no restriction on use of this interview/visual image/sound recording

_____ 2) I wish to limit uses of this interview/visual image/sound recording

A. Except for passages subject to the restrictions noted below, the content of this interview/visual/sound recording may be made available to interested groups or individuals as follows: (Initialled items indicate my wishes)

_____ 1) A copy of the transcript/visual image may be read/seen in the unit.

_____ 2) The tape of the interview/recording may be heard in the unit.

_____ 3) A copy of the tape/transcript/visual image may be obtained by an interested party subject to Bureau procedures.

_____ 4) Other: _____

B.

_____ 1) Passages marked by me in the attached transcript are to be temporarily deleted from copies of the transcript/sound recording/visual image and not made available until _____ (date). Where more than one date applies, mark accordingly.

_____ 2) Passages I have deleted in the attached transcript are to be permanently deleted from all copies of the transcript and removed from the sound recording copies of the interview and no record will be retained.

SIGNATURE: _____ DATE: _____

Comments: _____

Figure 2.20 Release Form

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SAMPLE VISUAL IMAGE REPRODUCTION AND USE REQUEST

REQUESTED BY:
Name:
Organization:
Address: (Box or Street)
(City, State, Zip)

Telephone: Work() FAX number:

Request for permission to reproduce: **G**Color -describe:
GB&W - describe:
GOther - describe:

Object and/or Specimen catalog number:

In the following publication:

Title:
Author:
Periodical Name:
Publisher:
Address: (Box or Street)
(City, State, Zip)

Check all that apply:
GExhibition Catalog **G**Dissertation **G**Textbook **G**Book **G**Other:

Permission is hereby granted to copy, use, and apply the image(s) of the above noted object(s) and/or specimen(s) in the (Bureau Name) collections for one time use only, subject to conditions listed on the reverse.

Credit Line: COURTESY OF THE (BUREAU NAME), _____
(Bureau Unit Name)

Requestor: _____ Date: _____
(Signature)

Name and Title: _____
(Please Print)

Bureau Approval: _____ Date: _____
(Signature)

Name and Title: _____
(Please Print)

Bureau Unit:
Address:

Figure 2.21a Visual Image Reproduction and Use Request

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SAMPLE
CONDITIONS COVERING REPRODUCTION AND USE
(Continued)

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**Figure 2.21b Visual Image Reproduction and Use Request
(Continued)**

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Chapter 2 Accessioning

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